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PPB 71-1228

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FILE

CM-1

8 AUG 71

Mr. James M. Frey, Chief
International Programs Division
Office of Management and Budget
Washington, D. C. 20503

Dear Jim:

In response to the Office of Management and Budget's Bulletin No. 72-2 dated 23 July 1971, Subject: Report on the Location of New Federal Offices and Other Facilities, this is to advise that the Central Intelligence Agency has not acquired new Federal offices or other facilities during the period 30 November 1970 to 30 June 1971 of the nature to be reported under the Bulletin's instructions. I have discussed this matter with

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Sincerely,

John M. Clarke

John M. Clarke
Director of Planning,
Programming, and Budgeting

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O/PPB/JMClarke/mru:6Aug71

SECRETPPB 71-1258

- 5 AUG 1971

MEMORANDUM FOR: Director, Office of Planning, Programming
and Budgeting

SUBJECT Report on the Location of New Federal Offices
and Other Facilities

REFERENCE : Bulletin No. 72-2 dtd July 23, 1971 to the Heads of
Executive Departments and Establishments from the
Office of Management and Budget, Executive Office
of the President

25X1 1. Our records indicate that no new offices or other facilities, which can
be clearly identified with the Agency, were acquired or constructed between
30 November 1970 and 30 June 1971, with the exception of two office areas in
25X1 [redacted] Virginia. Both are clearly exempted from the reporting require-
ments of the reference under subparagraph 3d(4) which excludes properties
acquired for the re-housing of existing offices in the same area. Assigned office
space [redacted] of approximately 650 square feet was acquired to replace
an office of similar size leased elsewhere [redacted] approx-
imately 60,000 square feet of office space was leased in the Chamber of Commerce
Building in Arlington in order to house activities currently in the [redacted]
25X1 1000 North Glebe Road office buildings.

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**SUBJECT: Report on the Location of New Federal Offices
and Other Facilities**

3. In view of the foregoing, a negative reply is suggested and we have prepared a letter to that effect (attached) for the Executive Director's signature.

Signed: John F. Blake

**John F. Blake
Director of Logistics**

Att

cc: DD/S

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EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

DD / S REGISTRY
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BULLETIN NO. 72-2

July 23, 1971

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report on the location of new Federal offices
and other facilities

1. Purpose. This Bulletin provides instructions for the submission of information that will be used to prepare a consolidated report to Congress on the location of all new Federal offices and other facilities acquired between November 30, 1970 and June 30, 1971.

2. Basis. This Bulletin has been prepared pursuant to Section 901(b) of the Agriculture Act of 1970 (P.L. 91-524), which:

a. Requires the heads of all executive departments and agencies to establish policies and procedures to assure that new Federal offices and other facilities are, insofar as practicable, located in areas or communities of lower population density in preference to areas or communities of higher population density.

b. Requests the President to submit a report to Congress, by September 1 of each year, reflecting efforts to carry out the provisions of the law during the preceding fiscal year.

3. Scope.

a. Agency coverage. This Bulletin is applicable to all executive departments and agencies which contract for permanent offices or other facilities through lease, purchase, or construction. This Bulletin covers only permanent offices or facilities in the United States (fifty States and the District of Columbia) acquired during the period from November 30, 1970 to the end of the fiscal year.

b. Facilities. For the purpose of this report, a facility will be an "installation" as defined in the GSA Government-wide inventory instructions.

c. Acquisition date. For the purposes of this report, a facility will be viewed as "acquired" on the date that the contract for lease, purchase, or construction of the facility was signed.

(d) Leased/owned status for each facility.

The code "L" should be entered if the facility is leased; the code "FO" should be entered if the facility is federally owned.

(e) High/low population density classification.

All locations must be classified as high or low population density areas according to the following criterion:

A location shall be classified as a low population density area if:

1. located in a county not within a Standard Metropolitan Statistical Area, or
2. located within a SMSA in a city which, along with its contiguous urban area, has a population of 35,000 inhabitants or less.

All other locations will be classified as high population density areas.

(f) Agency employment at the facility. The number of employees who use (or will use) and operate (or will operate) the new facility when it is fully staffed. When necessary, projections should be made and identified on the submission.

(g) Reasons for choosing the location of the facility. Attachment A contains a list of reasons why an executive department or agency might select a specific location for a new office or facility. If the decision was made on the basis of one or more of these criteria, one or more code numbers should be reported. If the decision was made for one or more reasons not included on the list, a very brief statement of the reason or reasons should be attached to the submission.

(h) Statutory/congressional requirement. If the particular facility was located in a specific location to satisfy a statutory or other formal congressional requirement, enter the code "Y" in the appropriate space; otherwise, enter the code "N." Furthermore, a citation of the requirement should be attached to the submission.

b. Due date. All executive departments and agencies which contract for permanent offices and other facilities through lease, purchase, or construction are required to submit a report for each of the newly contracted for

ATTACHMENT A
Bulletin No. 72-2

LOCATION SELECTION CODES

<u>Codes</u>	<u>Reasons for Selecting the Location</u>
01	Existing Government-owned property which was unutilized or underutilized prior to the establishment of this facility.
02	Proximity to client group.
03	Existence of indispensable physical properties.
04	Lower population density relative to other sites considered.
05	Availability of specialized skills in the local work force.
06	Need to collocate facility with facilities of other Federal agency or agencies to enhance interagency coordination.
07	Need to collocate facility with facilities of State or local Government agencies to enhance intergovernmental coordination.
08	Direct/indirect impact of locating the facility in an area on the improvement of social/economic conditions of that area.
09	Availability of low and moderate income housing, parking facilities, transportation, etc., for employees that could not be substantially duplicated at alternative locations.
10	Other (see comments below).

Purpose of the annual report to Congress is to convey as precisely and concisely as possible what new Federal facilities have been acquired and why specific locations were selected. In some cases, there will be a single, unambiguous reason for selection of a location, but in other cases there may be many. In such cases, agencies will try to identify the two or, if necessary, three primary reasons for selecting the location and report them sequentially in descending order of importance, e.g., "07, 06, 09."

If an important reason for selecting the location is not included in the above list, the code "10" should be entered in the appropriate space (e.g., "07, 10, 09"); the reporting agency will then supplement the report in the format of Exhibit 1 with a simple listing of the reasons so identified, keyed to each individual facility.

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BULLETIN NO. 72-2
EXHIBIT NO. 1

DEPARTMENT OF GOVERNMENT										EXHIBIT NO. 1	
REPORT ON LOCATION OF NEW FEDERAL FACILITIES, FY 1971											
NAME OF FACILITY	LOCATION			USAGE	LEASED/OWNED	STATUS (L or FO)	HIGH/LOW POPULATION	DENSITY (H or L)	AGENCY EMPLOYMENT AT THE FACILITY	REASONS FOR SELECTING THE LOCATION	STATUTORY/CONGRESSIONAL REQUIREMENT (Y or V)
	CITY, COUNTY	STATE	GSA CODE								

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